



Rules & Procedures**

GRANT-IN-AID SCHEME ARMAMENT RESEARCH BOARD

Armament Research Board
Defence Research & Development Organisation
Ministry of Defence
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(** The procedures are under revision. A common SOP for all the research boards and ER & IPR is under approval and the same will replace these existing procedures.)

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1.0 ARMAMENT RESEARCH BOARD

1.1 INTRODUCTION

DRDO is devoted to the design and development of state-of-the-art and futuristic defence systems. It has chain of over 50 laboratories all over the country, covering a wide spectrum of disciplines. It has endeavoured to undertake and pursue research in various scientific fields in pursuit of acquiring self-sufficiency in critical technologies needed for design and development of world-class equipment/systems. It has been collaborating with various academic institutions, R&D organizations and industries for achieving this objective.

DRDO has constituted four research boards apart from Dte of ER & IPR to promote innovative/basic research in scientific fields useful for defence applications and nurture talent available in academic institutions, universities, R & D centers and industries. These Boards are Aeronautics Research & Development Board (ARDB), Naval Research Board (NRB), Life Sciences Research Board (LSRB) and Armament Research Board (ARMREB). Armament Research Board was constituted vide Govt of India, Ministry of Defence letter No. ARM (RD-17)/2035 /1008 /D (R&D) dated 18/21 Mar 1997 in 1997 for promoting innovative research in scientific fields useful for armament discipline. The board was constituted under Directorate of Armaments, one of the directorates in DRDO HQrs which had its origins in the Inspectorate of Armaments whose existence dates back to the Second World War. The inspectorate was renamed as the Directorate of Armaments in mid 1950s. Directorate of Armaments is coordinating the work pertaining to armament group of laboratories viz. ARDE, CFEES, HEMRL, TBRL and PXE.

The board was set up to enhance the intellectual inputs, physical infrastructure and scientific understanding in the field of armaments to meet the future challenges. Armament being a complex multi-disciplinary field involves ballistics & aerodynamics, materials & metallurgy, mechanical & electronic engineering, opto-electronics & computer techniques, explosives & pyrotechnics, modelling, simulation and system analyses, etc. Five research panels viz. Combustion, Detonics & Shock Waves (CDSW), Armament Design Mechanism & Ballistics (ADMB), High Energy Materials (HEM), Materials for Armament Applications (MAA) & Armament Sensors and Electronics (ASE), covering the entire spectrum of armament discipline, are operating under the Board to make its functioning more effective.

1.2 VISION

Enlarge the scientific community in the Armament discipline by harnessing and nurturing research talent available in the academic & research institutions and to develop expertise and technologies in the field of Armaments to meet the national needs of Defence and security.

1.3 MISSION

Enhance the intellectual level, physical infrastructure and scientific understanding in the field of Armaments to meet the future challenges of defence and national security.

1.4 OBJECTIVES OF ARMREB

- To foster knowledge-based growth of armament discipline in the country, strengthening and integrating national resources of knowledge, know how, experience, facilities and infrastructure
- To catalyze the much needed cross-fertilization of ideas and experiences between defence and non-defence experts in scientific and technical fields that contribute to armament technology
- To launch and coordinate research in specified areas of armament discipline in academic institutions
- To create conditions suitable for attracting talent through research collaborations and other academic exchanges.
- To adopt synergic approach towards national needs and priorities in the field of armaments, keeping in view the global advancements, in order to develop competence in key areas
- To help in creating self-sufficiency in critical technologies needed for development of competitive armament stores and put the armament discipline in the forefront in global scenario
- To lead to technological innovations useful for short and long term combat multiplier

1.5 CHARTER OF ARMREB

- To support basic research applicable to armament discipline
- To set principles and practices governing the relationship of DRDO with the academic world
- To consider and get approval by peer evaluation, research proposals submitted to ARMREB
- To set funding pattern and funding methodology for the research panels of ARMREB
- To decide on specific research programmes of individual projects exceeding Rs 25 lakhs or involving major civil works
- ARMREB will exclude funding of development of system hardware.

1.6 COMPOSITION OF VARIOUS PANELS UNDER ARMREB

Chairman ARMREB- Dr. SK Salwan		
Panel	Chairman	Co-ordinator
High Energy Materials (HEM)	Prof. Uj t k R X g p w i q r c r p Former Director FTFL	Dr. Uggo c M c n e f g HEMRL, Pune n e n e f g a u g g o c @ { c j q q @ e q o
Armament Sensors & Electronics (ASE)	Prof M I q r c m w o c t IISc Bangalore	Ms VS Tamhankar ARDE, Pune vstamhankar@arde.drdo.in
Combustion, Detonics & Shock Waves (CDSW)	Prof K Ramamurthy IIT Chennai	A C Sharma TBRL, Chandigarh acsharma@tbri.drdo.in

Materials for Armament Applications (MAA)	Prof GVS Sastry IT BHU, Varanasi	Dr. B Praveen Kumar ARDE, Pune praveenb406@gmail.com
Armament Design Mechanism & Ballistics (ADMB)	Dr. B Sivasubramonian Group Dir (STAG), VSSC, Thiruvananthpuram	Shri S Harikrishnan ARDE, Pune harikrishnans@hotmail.com

1.7 RESPONSIBILITIES OF VARIOUS PANELS UNDER ARMREB

- To identify and rope in the prospective institutions for collaborative research work in defence related areas.
- To promote research activities leading to the growth of armament technologies for the present and future needs.
- To scrutinize project proposals and make specific recommendations to ARMREB.
- To monitor, evaluate and guide the sanctioned projects/schemes at suitable intervals and to make recommendations to the ARMREB.
- To identify gaps in R&D efforts and recommend methods for bridging them in the best manner.
- To provide financial support for various other activities such as symposia/seminars/workshops, publications of books & participation in the international conferences.
- To organize workshop/seminar in the specialized fields related to the panel for better interaction with academic institutions/R & D establishments/industries etc.
- To create data base on specific and allied subjects related to the panel.

2.0 GRANTS-IN-AID SCHEME

2.1 PURPOSE OF SCHEME

ARMREB has instituted a "**Grants-in-Aid**" scheme to harness and nurture the research talent available in academic institutions. Under this scheme, grants are offered to research organizations/universities/departments/laboratories/ industries for research in basic sciences and engineering, setting up basic facilities/infrastructures and conduct of seminars/symposia/ workshops etc.

2.2 SCOPE OF THE GRANT

The grant will be utilised for :

- a) Meeting salary of research and laboratory staff, specially recruited for the project/facility and to meet cost of their medical benefits, Contributory Provident Fund (CPF), leave etc. on the same scale as applicable to the equivalent regular employees of the Institution and for providing funds to the extent of 15% of the total cost of the project as benefit to host institutions for meeting the cost of overhead expenses with upper ceiling of Rs 5.0 lakh, including infrastructure facilities.
- b) Procuring special equipments, consumable stores, chemicals etc or for obtaining special services not normally provided by the institution such as calibration and testing of equipment and sub-systems, fabrication of components within workshop of the institution, etc.

- c) Meeting cost of setting up of basic facilities/infrastructure for research in the field of armament technologies.
- d) Conducting or sponsoring conferences/workshops/ seminars/symposia/ short courses etc and for providing funds for training of manpower, promotional activities and deputations within the country and abroad for the project related activities.
- e) Covering contingency expenses viz. postage, stationary, typing, printing, expenses on part-time/ full time typists/data entry operator on computers for the work related to the project, if required.
- f) Meeting travel expenses in India for project related activities, symposia/ seminar/short courses etc. and for deputation abroad in connection with presentation of papers in international symposia on project related work or seeking new advances of collaboration.
- g) Meeting-expenses in India for eminent scientists invited by the ARMREB.
- h) Publishing research work in the form of a technical report for dissemination to armament community in an approved ARMREB format.
- i) Meeting expenditure for honorarium to invited speakers for ARMREB sponsored short courses/workshops.

2.3 PROCEDURE FOR SANCTION OF PROJECTS

PFC/ARMREB-01

R& D project proposal to be formed out under this scheme originate as follows :-

- Projects of interest to national needs formulated by the ARMREB are referred to academic institutions/R&D organisations and industry etc.
- Proposals for Research, design and development in the field of armaments may be submitted by the academic institutions/R&D organisations and industry etc.
- Proposals for projects involving storage handling and usage of explosives by establishments other than defence establishments would be scrutinized and sanctioned in accordance with guidelines stipulated at para 9.

Activity	Process	Time (Cumulative) in Days
Application	<ul style="list-style-type: none"> • The Principal Investigator will submit 3 hard copies of project proposals and soft copy along with undertaking from the grantee institution/organisation that it has not obtained or applied for grants for the same purpose or activity from any other ministry/department of Govt. of India or state govt. along with certificate to the effect that basic facilities and faculty/research staff with the relevant technical background for the work are available, in prescribed format (FM/ARMREB-01) to the Secretary ARMREB. It is also required to include the details of Co-PI. • In addition to this a declaration whether the work will be carried out at their institution or will be shared by more than one institution shall be submitted along with the proposal. In 	0 (0)

	<p>such a case the institute applying for the grant shall act as Principal Investigator and other work centres as investigators. Monitoring and timely completion of the task with the investigators shall be the sole responsibility of the Principal Investigator.</p>	
Scrutiny	<ul style="list-style-type: none"> • Proposal will be forwarded to the Coordinator to obtain comments of the panel members on technical as well as financial aspect of the proposal. Panel Coordinator will also forward a copy to panel Chairman. • In case of multidisciplinary nature of proposal an adhoc committee/special panel will be constituted by Secretary ARMREB on approval of CC R&D/DG (Armts). The committee under Chairmanship of renowned academician/researcher consisting of at least 4 members of appropriate specialization/experience and Secretary ARMREB as member to review the proposal. • The panel members will analyze the proposal (FM/ARMREB-02) and give their comments to Panel Chairman. • Panel Chairman will review the comments and forward consolidated views of panel to Panel Coordinator. • Panel Coordinator will obtain the in-principle approval of the User Lab Director along with nomination of user group Scientist with his comments on utility of the project. • In case, any suggestion made by the Panel Chairman/members and User Lab Director, the Panel Coordinator send back the proposal to PI for incorporating the suggestions/recommendations. • PI submits the revised proposal to Panel Coordinator who further sends it to Panel Chairman. • Panel Chairman recommends for sanction. If required he sends the proposal to panel members for their comments and compile their recommendations. • Recommendation of Chairman along with one hard copy of the revised proposal (in case, revision suggested by panel should be verified by panel Coordinator that suggestions of the panel have been incorporated) to be sent to Secretary ARMREB by the panel Coordinator with recommendation of User Lab Director alongwith nomination of user group scientist to follow-up the project. • E-communication to be adopted. 	<p>10 (10)</p> <p>20 (30)</p> <p>05 (35)</p> <p>10(45)</p>

Processing for Approval	<ul style="list-style-type: none"> • Proposal will be processed by Secretary ARMREB for sanction as per the following financial power (PFC-05) <ul style="list-style-type: none"> ○ Project cost upto 15 lakh Secretary ARMREB with concurrence of IFA(R&D) ○ Project cost Rs 15 lakh to 1 Cr CC(R&D)/DG (Armaments) with concurrence of IFA(R&D) ○ Project cost between Rs 1 Cr to 3 Cr DG/Chairman DRDO with concurrence of IFA(R&D) ○ Project cost between Rs 3 Cr to 5 Cr Secy Defence(R&D) with concurrence of Addl(FA) ○ Project cost between Rs 5 Cr to 10 Cr Secy Defence(R&D) with concurrence of FA(DS)/Secy Def(Fin) 	10 (55)
Sanction and release of funds	<ul style="list-style-type: none"> • Secretary ARMREB will intimate PI for submission of the following documents to process the case for issue of sanction letter and release of funds :- <ul style="list-style-type: none"> ○ Contingent Bill for 1st instalment (FM/ARMREB-03) ○ ECS Mandate (FM/ARMREB- 04) ○ Executive Bond - MOC/MOU (in prescribed format) ○ If any special equipment asked under project, an undertaking to be submitted by the institute that the equipment is not available with the Institution and extensively required for the project work. ○ Undertaking that grant has not been obtained or applied for the same purpose or activity from any other Ministry/Department of Government of India or state government. ○ Funding Pattern of the Institute ○ Article of Association and Bye-laws of the Grantee Institution/Organisation • PI will submit the above documents to the Secretary ARMREB. 10 (70) • Secretary ARMREB will review the documents, issue the formal sanction letter and forward bill to PCDA for payment. 5 (75) • PCDA, as per the payment milestones mentioned in the documents, will transfer the installment to institute under intimation to Secretary ARMREB. 15 (90) 	
Execution	<ul style="list-style-type: none"> • After receiving the first instalment, the PI will communicate to Secretary ARMREB & PCDA (R&D) regarding receipt of installment. Date of receipt of 1st installment will be reckoned as commencement of the project. Work will be executed under MOU/MOC. PI will submit progress report to facilitate the following reviews to monitor progress/mid-course correction (refer Annexure I, guidelines for project review) <ul style="list-style-type: none"> ○ Monthly review by the user group scientist. ○ Quarterly/Half yearly review by the respective panel. 	Based on PDC

	<ul style="list-style-type: none"> ○ Half yearly/Annual review by ARMREB during Board meeting (If project cost > 15 lakhs) ● Contingent bill (FM/ARMREB-03), statement of accounts, expenditure and utilisation certificate (FM/ARMREB-05) duly certified by executive authority of the institution and countersigned by local audit authority along with annual progress report (FM/ARMREB-04) by end of each financial year will be submitted to Secretary ARMREB to forward it to PCDA. ● PCDA will release the subsequent installments based on the recommendation of panel. ● The above process will be repeated till the final instalment is paid. 	
Closure	<ul style="list-style-type: none"> ● On completion of project, a meeting will be arranged by PI in consultation with respective Panel Chairman & scientist of the user lab for final review, recommendations of the Chairman and dissemination of the research work. ● During final review if it is found that objectives of the project are achieved, the project is recommended for closure or extension is granted. If the objectives are not achieved completely, project can also be closed in later case, if panel decides. ● The PI will submit the final closure documents in the prescribed formats of ARMREB within 60 days of completion/closure/ termination of the project as per check list. It also includes the settlement of accounts. ● Check List: <ol style="list-style-type: none"> 1. Technical report giving know how and design documents etc. -10 hard copies, 1 soft copy 2. Executive summary in prescribed format (FM/ARMREB-07) of ARMREB-10 copies 3. Audited Statement of accounts, expenditure and utilisation certificate in prescribed format (FM/ARMREB-05) -02 copies 4. List of equipments purchased under project in the format GFR-19 duly countersigned by Audit - 02 copies 5. Request for retention of equipment purchased from the project fund for further R & D work may be considered on recommendation of the panel. In case of retention of equipment, an undertaking duly countersigned by HOD/CFA to be submitted authorising DRDO to utilize the facility/equipment free of cost. 6. Unutilised funds, if any to be refunded by demand draft in favour of PCDA (R&D) drawn at New Delhi or refunded by MRO in prescribed format (FM/ARMREB-12). 	60 days of completion/ closure/ termination of the project

	<p>7. Certificate from PI and endorsement by user group scientist of the Lab that objectives have been realised.</p> <ul style="list-style-type: none"> • Copies of closure reports are to be sent to user laboratories for dissemination of research work and further follow-up. 	
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- All accounts maintained by the institute / R&D organisation / industry progressing the project/scheme will be subject to audit by their respective auditors. On completion / termination of the project, accounts for the entire project / scheme duly audited by the auditors shall be submitted and the unspent balance, if any, from the sanctioned funds will be refunded to PCDA under intimation to Secy ARMREB.
- During the progress of the projects, The institute concerned will provide all facilities to the scientists of the Defence Research & Development Organisation- (DRDO) / Members of research Panel / ARMREB for visiting the institute for ensuring timely achievements of the objectives of the projects / schemes. TA/DA of the non official panel member/expert will be claimed under the project head as per the norms of ARMREB.
- The investigator(s) may visit concerned DRDO lab / establishment within the country for consultations, attending symposia / seminar etc provided such visits are of direct relevance to the project. TA/DA would be claimed from project head. Such visits will be reported in the annual progress report of the project submitted to Secy ARMREB.
- Evaluation of the products / processes developed under Grants-in-Aid projects/ schemes will be carried out by the respective research panel of ARMREB. The TA / DA of the non DRDO panel members could also be paid out of the TA/DA budget of the project/scheme as per the entitlement of the panel member by the grantee Institution.
- In case the project reaches a significant stage or achieves a major breakthrough/milestone a technical report shall be submitted which must reach the project review board before the annual meeting. The standardised format for preparation of technical report is as follows:

ARMREB-RP-TR-PN-RN/YY, where

RP - Name of the Research Panel (abbreviated)

TR - Technical Report

PN - Project Number

RN - Technical Report No.

YY - Year.

Technical reports will be generated in A4 size with attached drawings/process/know how etc appropriately folded to come in A4 size. A document sheet, as per FM/ARMREB-06 is to be enclosed along with the technical report.

2.4 PROCEDURE FOR SANCTION OF GRANTS FOR CONDUCT OF NATIONAL /INTERNATIONAL - SEMINAR/ SYMPOSIA/ WORKSHOP/ COURSES ETC.

PFC/ARMREB-02

Armament Research Board will also receive proposals for financial support for conduct of symposia/seminars/workshops/courses etc. Such proposals which are of the interest of promotion of research in the field of armament and training of specialised manpower will be supported by ARMREB to the extent possible subject to review and recommendation of relevant panel. Sanction would be governed as per the policy issued and revised time to time by ARMREB.

Activity	Process	Time (Cumulative) in Days
Application	<ul style="list-style-type: none"> •The institute or organizing agency will submit 3 hard copies of proposal along with soft copy (at least 3 months in advance for National and 5 months in advance for International) in prescribed format (FM/ARMREB-08) to the Secretary ARMREB along with undertaking that financial support has not been asked from any other agency of DRDO. 	0 (0)
Scrutiny	<ul style="list-style-type: none"> •Secretary ARMREB scrutinizes the proposal and will forward the same to respective panel Coordinator to obtain comments of the panel. •The Coordinator will forward the proposal to panel Members with copy to Chairman. •The panel members will analyze the proposal and give their comments to Panel Chairman. •Panel Chairman will review the comments and forward consolidated views to Coordinator. 	10 (10) 5 (15) 15 (30) 5 (35)
Approval	<ul style="list-style-type: none"> •Panel Coordinator will forward the proposal along with recommendations for approval to Secretary ARMREB. 	5 (40)
Sanction	<ul style="list-style-type: none"> •Secretary ARMREB will submit the proposal for financial sanction as per process flow chart no. 05 after confirmation by other research Boards and Dte of ER & IPR that sanction has not be made by them for this purpose. •After receiving the financial sanction Secretary ARMREB issues a sanction letter to the institute and ask to submit the following documents to process the case for release of funds- <ul style="list-style-type: none"> • Contingent Bill (FM/ARMREB-03) • ECS Mandate (FM/ARMREB-04) • Undertaking regarding financial support has not been asked from any other agency of DRDO • Funding Pattern of the Institute 	10 (50)

	<ul style="list-style-type: none"> Article of Association of the Institute Institute will submit the above documents to the Secretary ARMREB. Secretary ARMREB will review the documents and forward it to PCDA (R&D) after approval of CFA. PCDA (R&D) will transfer the grant to institute under intimation to Secretary ARMREB. 	10 (60) 10 (70) 15 (85)
Settlement of Accounts	<ul style="list-style-type: none"> On conclusion of the proposed symposia/seminar/workshop/course, the institute will render a comprehensive report including the technical documents (proceedings, CDs) related to the concerned activity along with the certificate that the objectives of the activity have been met along with statement of account and utilization certificate to Secretary ARMREB. 	Within 60 days of conclusion of the activity

2.5 PROCEDURE FOR INVITING EMINENT SCIENTISTS/ ENGINEERS FROM ABROAD TO PARTICIPATE/SHARE KNOWLEDGE VIA CONFERENCES/ SYMPOSIA/SEMINAR/WORKSHOP ETC. IN INDIA

PFC/ARMREB-03

Armament Research Board will also receive proposals 3 months in advance for financial support to invite eminent scientists/engineers from abroad to attend conferences/symposia/seminar/workshop training/consultancy etc. in India. The proposal should bring out the professional background of the invitee and his contribution/achievements in his field of specialisation. The relevance of the invitation to the identified gaps in technology and benefits accruing to our country in terms of our programmes. In case any visits to defence laboratories is also envisaged this should be specifically stated so as to obtain necessary security clearance.

Activity	Process	Time (Cumulative) in Days
Application	<ul style="list-style-type: none"> The institute will submit the proposal (3 hard copies +soft copy) to Secretary ARMREB 3 month in advance along with undertaking regarding financial support has not be asked from any other agency of DRDO. 	0 (0)
Scrutiny	<ul style="list-style-type: none"> Proposal will be sent to Panel Coordinator for comments/views of the panel. Coordinator will forward the same to the panel members for comments/views/recommendations. Coordinator will also forward a copy to panel Chairman. The panel members will analyze the proposal and forward their comments to Panel Chairman who will review it and forward to Coordinator. 	10 (10) 05 (15) 15 (30)
Approval	<ul style="list-style-type: none"> Panel Coordinator/adhoc committee forwards the proposal along with recommendations for approval to Secretary ARMREB. 	10 (40)

Sanction	<ul style="list-style-type: none"> • Secretary ARMREB issues a sanction letter to institute after confirmation by other research Boards and Dte of ER & IPR that sanction has not be made by them for this purpose. • Subsequently, Secretary ARMREB will obtain approval of CFA and ask Convener to submit the following documents- <ul style="list-style-type: none"> • Contingent Bill (FM/ARMREB-03) • ECS Mandate • Funding Pattern of the Institute • Article of Association • Undertaking regarding financial support has not be asked from any other agency of DRDO 	15 (55)
	<ul style="list-style-type: none"> • Institute will submit the documents to the Secretary ARMREB. 	10 (65)
	<ul style="list-style-type: none"> • Secretary ARMREB will review the documents and forward it to PCDA. 	10 (75)
	<ul style="list-style-type: none"> • PCDA will transfer the grant to institute and intimate the release of payment to Secretary ARMREB. 	15 (90)
Settlement of Accounts	<ul style="list-style-type: none"> • On conclusion of the proposed symposia / seminar / workshop / course, the Institute will render a comprehensive report including the technical documents (proceedings, CDs) related to the concerned activity along with the certificate that the objectives of inviting eminent scientists/ engineers from abroad have been met and submit to Secretary ARMREB. It also includes the settlement of accounts within sixty days after conclusion of the activity. 	60 days after conclusion of the activity

2.6 PROCEDURE FOR SANCTION OF GRANTS FOR DEPUTATION ABROAD

PFC/ARMREB-04

Armament Research Board will receive proposals for Grants-in-Aid for partially (fully in very exceptional cases) meeting the cost of deputation of researchers to abroad for presenting papers in international symposia/visit to advanced armament R&D facilities/expert advise/attending short courses for the projects supported under ARMREB.

In case the proposed deputation is not related to any ARMREB supported project scheme, but has importance/relevance to field of armaments, the proposals would be submitted to the Armament Research Board. The board will consider the proposals on case to case basis in consultation with Integrated Finance and financial sanction will be intimated by Secy ARMREB.

Activity	Process	Time (Cumulative) in Days
Application	<ul style="list-style-type: none"> • The institute will submit the proposal (3 hard copies +soft copy) in prescribed format (FM/ARMREB-09) to the Secretary ARMREB at least 5 months in advance along with an undertaking regarding financial support has not be asked from any other agency of DRDO . 	0 (0)

Scrutiny	<ul style="list-style-type: none"> • Secretary ARMREB will scrutinize the proposal and forward to the respective panel coordinator to obtain comments/recommendations of the panel. 	10 (10)
	<ul style="list-style-type: none"> • The panel members will analyze the proposal and give their comments to Panel Chairman. 	20 (30)
	<ul style="list-style-type: none"> • Panel Chairman will review the comments and forward consolidated views to Panel Coordinator. 	10 (40)
Approval	<ul style="list-style-type: none"> • Panel Coordinator will forward recommendations of the panel to Secretary ARMREB and he will process the case for CFA approval. 	15 (55)
Sanction	<ul style="list-style-type: none"> • Secretary ARMREB issues a sanction letter to institute and asks to submit financial documents- <ul style="list-style-type: none"> • Contingent Bill (FM/ARMREB-03) • ECS Mandate(FM/ARMREB-04) • Funding Pattern of the Institute • Article of Association 	05 (60)
	<ul style="list-style-type: none"> • Institute will submit the documents to the Secretary ARMREB. 	15 (75)
	<ul style="list-style-type: none"> • Secretary ARMREB will review the documents and forward it to PCDA. 	10 (85)
	<ul style="list-style-type: none"> • PCDA will transfer the grant to institute and intimate the release of payment to Secretary ARMREB. 	15 (100)
Settlement of Accounts	<ul style="list-style-type: none"> • On completion of deputation, the institute will render a deputation report including the technical documents related to the deputation activity along with the certificate that the objectives of sending the scientist on deputation abroad have been met and submit to Secretary ARMREB. It also includes the settlement of accounts within thirty days after conclusion of the activity. 	60 days after conclusion of the activity

3.0 OTHER SANCTIONS

3.1 NORMS FOR AWARD OF HONORARIUM

- Honorarium of Rs 2,500/- is to be paid to Chairman special/adhoc committee.
- Honorarium of Rs 2,000/- is to be paid to non DRDO monitors/experts and invitees.
- In case of foreign participants to workshops/courses organised by ARMREB, invited lecturers could be paid a token honorarium per course/workshop/consultancy as per the norms of ARMREB and revised time to time. The payment in this regard would however be made in rupees only. Prior permission from Secretary ARMREB in this regard will have to be obtained before inviting foreign participants.

3.2 PROCEDURE FOR TA/DA CLAIM OF NON- OFFICIALS ATTENDING MEETINGS ETC

- The TA/DA claim should be supported by invitation letter issued by the Secretary ARMREB/Panel Co-ordinator of the concerned research panel.

- b) Chairman ARMREB is authorised to travel by executive class of Air India. Panel Chairmen, non-DRDO Members, monitors, external experts and invitees are authorised to travel by lowest refundable economy class of Air India.
- c) Travel by airlines other than Air India would be governed by the existing guidelines of DGCA. Claim should be submitted along with air ticket and Boarding Pass. In case of travel by bus, original bus tickets may be enclosed and in case of travel by rail, rail ticket no., class of journey, train name and number should be mentioned in the claim/contingent bill.
- d) Non-officials are authorised for honorarium (in lieu of DA as per para 3.1)
- e) The claim should be submitted in triplicate with a revenue stamp affixed on the original copy.
- f) A copy of the advance taken should also be enclosed with the claim.
- g) Secretary ARMREB will countersign the bill and forward to PCDA through DMS.

3.3 SANCTION OF GRANTS TO CHAIRMAN OF RESEARCH BOARD/ PANELS AND SECRETARY ARMREB FOR ARMREB ACTIVITIES

- (a) Chairman ARMREB and Chairmen of each Research Panel are authorised for grant of Rs 3.0 lakh to incur the following expenditures. In case, the Chairman of Boards and Panel are not attached to any institution, they will open an account in the name of Boards/Panels with nomination of Secretary ARMREB.
 - (i) Out of the above grant, Rs 1.75 lakh has been catered for meeting the expenditure to conduct meetings including payment of TA and honorarium to non-officials/experts/invitees of the Panels.
 - (ii) Out of the above grant, Rs 1.25 lakh has been catered for the stationery cost, contingent expenditures, postage stamp, telephone/mobile (as per government rules), local transport for Board/Panel activities etc and hiring of contract services or payment of honorarium to existing staff of the institute for providing secretarial assistance.
 - (iii) Member Secretary of the Board is authorized to re-allocate the grant between (i) & (ii) sub-heads and amongst panels ensuring the overall ceiling of this grant to the Board (as per the number of panels) is not exceeded.
 - (iv) In case of requirement of additional grant, the same will be processed for concurrence and approval of CFA by the Member Secretary.
- (b) Rs 2.0 lakh allocated to Member Secretary under contingency head to meet local incidental expenditures of the respective Boards.
- (c) Honorarium of Rs 2500/-per meeting to be paid to the Chairman ARMREB and Research Panels. Honorarium of Rs 2000/- per meeting will be paid to non-officials, non DRDO members of the board/panels and experts. No separate DA will be admissible.
- (d) The Chairman ARMREB is entitled to travel by Executive Class in Air India. Other non officials are authorised to travel by Air India lowest refundable fare in economy class. In case, any exemption needed to travel by private airlines for the Board and Panels activities, non-official member will be required to obtain approval of DGCA or follow the laid down procedures of their respective institutions. In case of any other exemption, CFA approval is to be obtained in advance.

- (e) Audited statement of account and utilization certificate to be submitted by Chairman of Board and Panels at the end of each financial year. In case, Chairman of Board and Panels is not attached to any institute, he will submit the same duly audited by a certified Chartered Accountant. The expenditure incurred for audit is to be paid from the contingent head.

4.0 PUBLICATION OF RESULTS/ PRESENTATION OF PAPERS

- a) Prior permission of the chairman of the respective panel should be obtained for publishing the results of projects sponsored under ARMREB, in Indian & foreign journals. The panel chairman, while granting the permission will endorse a copy to the Secretary ARMREB along with a copy of manuscript/abstract of the paper. The assistance rendered by the ARMREB will be acknowledged in the paper. Three copies of reprints of published papers will be sent Secretary ARMREB. For making any commercial use of the investigations carried out under Grants-in-Aid scheme, permission of the Secretary, ARMREB would be essential.
- b) If the investigation being carried out is of unclassified nature, the research fellow/assistant may register himself/herself for a research degree, with the prior approval of the chairman of the panel. In all such cases a copy of the thesis should be sent for prior approval to the chairman of the specialist panel before submitting the same to the university /institute concerned.
- c) Depending on the utility of the results obtained/software developed, the research panel may recommend for obtaining additional reprints for circulations to armament community in India and abroad. The expenditure incurred towards this may be reimbursed from the contingency grant under the project.

5.0 OWNERSHIP OF INTELLECTUAL PROPERTIES/PATENT RIGHTS

- (a) The ownership of any intellectual properties, generated by research performed under this grant, whether or not legally protected, shall vest in the grantee institution. The grantee institution shall promptly report to DRDO its intention to protect legally any such intellectual properties.
- (b) DRDO shall be deemed to have an irrevocable and royalty-free license to use such intellectual properties, whether or not legally protected, for such purposes as DRDO may decide, keeping the guarantee institution informed.
- (c) The grantee institution shall consult DRDO prior to contracting any agreement that envisages the use of such intellectual properties, whether or not legally protected, during or after the closure of the activities conducted through this grant. In any such agreement, the grantee institution shall declare that its ownership over the intellectual properties is encumbered to the extent of para (ii) of the sanction letter.
- (d) Neither DRDO nor the Government of India accept any liability for infringement, innocent or otherwise, by the grantee institution, or by the investigators of the intellectual or other right of third parties.

6.0 NORMS FOR TRANSFER OF TECHNOLOGY

- a) For consideration of the transfer of technology a TOT committee would be constituted by the Armament Research Board. This committee will consist of Chairman of the concerned panel, Co-ordinator, rep of user lab, PI of the project/rep of the institution developing the know-how and rep of ARMREB. Secretary ARMREB could nominate any other member in the committee, if considered desirable. ARMREB Secretariat will further progress the case.
- b) Based on the applications received after advertisement in the leading newspaper, the modalities of TOT will be worked out by the TOT Committee.
- c) The TOT could be affected through National Resource Development Corporation (NRDC) or any other agency approved by the Armament Research Board in consultation with Directorate of Industry Interface & Technology Management (DI²TM). In case the grantee developing the know-how has not got the infrastructure for TOT or does not intend to transfer technology through its own infrastructure. In such cases the royalties could be shared in the ratio of 30:35:35 between NRDC, ARMREB and the agency developing the know-how. In case the institution developing the know-how has got necessary infrastructure to transfer the technology, it could be transferred directly by the agency developing the know-how and in such cases the royalties would be shared equally between ARMREB and the grantee developing the know-how.
- d) For avoiding any legal actions arising out of non-payment of royalties by the technology acceptor, the royalties would be charged in lump sum in one or at the most two instalments, as decided by the board.
- e) If the processes / techniques / stores are to be utilised /produced for defence purposes, existing policy of DRDO would be adopted.

7.0 TERMINATION/ TRANSFER OF GRANTS

- a) The Armament Research Board reserves the right of termination of the grant at any stage, if convinced that the grant has not been properly utilised or appropriate progress is not made.
- b) In case of an investigator leaving the institution or going abroad etc, the executive authority of the institution to which the project has been sanctioned will ensure that the investigator submits a detailed report of the work done before he is relieved. All equipment/stores purchased must be properly accounted for and the ARMREB informed about the resignation etc of the investigator of the project/scheme. The institution will explore the possibility of continuing and bringing the project to a satisfactory logical conclusion under some other suitable investigator. Secretary ARMREB may also agree to the continuation of the project by the same investigator at his new institution on recommendations of Panel Chairman, if in his opinion, this will be in the best interest of the project, provided that the executive authority of the new institution also agrees to the continuation of the project and no new facility/infrastructure is demanded. In such a case, the former institution will transfer all the connected equipment/store purchased for the scheme, along with results achieved till that time, to the new Institution and audited statement of accounts.

8.0 PROCEDURE FOR RELEASE OF FOREIGN EXCHANGE

Grant would be paid to grantee institution in INR to the extent of FE by ARMREB. However, payment of FE is to be regulated by the rules of the respective institution.

9.0 PROCEDURE FOR PROJECTS INVOLVING STORAGE/ HANDLING & USAGE OF EXPLOSIVES

- a) All academic institutions/national laboratories other than Ministry of Defence Establishments have to comply with Indian Explosives Act 1884 and Explosives Rules 1940 framed there under and obtain clearances/ licences from Chief Controller Explosives, Nagpur before they carry out work on the project involving storage/handling and usage of explosives.
- b) In case the project involves only fundamental research work without use of any defence hardware, the institution/university/R&D organisation after obtaining clearances/ licences from CCE, Nagpur, will inform CFEES (Centre for Fire, Explosives and Environment Safety), Ministry of Defence, Metcalfe House, Delhi - 110054 about the nature of work being undertaken. The grantee institution would insure compliance of all the statutory requirement and safety guidelines issued by the government.
- c) For projects involving handling and usage of explosives as an ingredient, which is to be supplied by one of the defence establishment to outside agencies other than Ministry of Defence Establishment, the outside agency will in the first instance approach CFEES for their views and recommendations. After getting clearance from CFEES, CCE, Nagpur should be approached for issuance of clearances/ licences as per rules, in force. However, it is advised that handling and usage of explosives should be avoided by outside agencies. This task can be assigned to the Armament Research & Development Establishment (ARDE), Pune, High Energy Materials Research Laboratory (HEMRL), Pune and TBRL, Chandigarh for the necessary testing on behalf of the investigators.

**APPLICATION FOR GRANT OF RESEARCH PROJECT/SCHEME/FACILITY UNDER
GRANTS-IN-AID SCHEME OF FARMAMENT RESEARCH BOARD**

SECTION — A (To be completed by the Principal Investigator)							
1	Title of Research/Project Proposal (Make the Title Concise & Specific)	:					
2	a) Name of the Principal Investigator	:					
	Designation	:					
	Name of Institution	:					
	Address	:					
	Email :	:					
	Phone, Fax and Mobile Numbers	:					
	b) Details of Co-Investigator	:					
3	i) Proposed Duration of the Research/ Project proposal	:					
	ii) Proposed Date of Commencement of Project/ Scheme/ Facility	:					
4	Amount of Grant Proposed for						
	Grants		Ist Year		IInd Year		IIIrd Year
	(in rupees)		IC	FE	IC	FE	IC FE
	a) Research Staff	:					
	b) Special Equipment (PCs not to be projected)	:					
	c) Consumable Stores, Chemicals, etc	:					
	d) Contingencies	:					
	e) TA / DA	:					
	f) Others (Please Specify)	:					
	(in rupees)						
	Grand Total INR:		(FE)				

5	i)	Department of Institution where R&D Project will be carried out	:	
	ii)	Other Departments, if any, which will co-operate in this project	:	
	iii)	Details of Financial Support sought/obtained from other agencies	:	
6	a)	Specific Aim of Project	:	
		(b) Objective of proposed work & intended applications to Armaments	:	
	c)	Summary of Proposed Research/ augmentation of facility with (Brief statement about the proposed investigation , its conduct and the anticipated results in not more than 200 words)	:	
	d)	Key Words	:	
	e)	Classification of the Project (Please state whether basic Research / Facility setup, Dissemination of Information, Process Development, Hardware Development, Study or Exploratory or Review of Investigation, Misc)	:	
7		Background and Justification (Basis for the Proposal with a brief Review of the state of the art in the subject, followed by an outline of the relevance and importance of the project in particular towards Research / Development / Design related to Armament Stores)	:	
8	a)	(a) Approach (Details of approach intended to be adopted in the execution of the Project/Facilities indicating how each of the Objectives listed in item 6(a) will be achieved)	:	
	b)	Bar Chart / PERT Chart indicating major Milestones may please be attached	:	
9	a)	Facilities available to carrying out the proposed R&D work in the applicant's Institution (to be attached as Appendix). Describe the general facilities at your disposal .	:	

	<p>(b) List major items of permanent equipment which are essential for this project and available in your Institution.</p> <p>(c) List of special equipment essential and to be acquired under project for effective implementation with cost and source of acquisition duly supported by quotation from authentic source.</p> <p>(d) A certificate from Head of institution that the items given at 9 (c) are not available in any department of the institute and required for effective implementation of project and the same will be made available any time for use of DRDO.</p>	:				
10	<p>Previous work done in this or related fields (to be attached as Appendix). Describe briefly any work done that is particularly pertinent, to the proposal & list</p> <p>(i) your personal publications in this & related areas and</p> <p>(ii) personal publication in other areas</p>					
11	<p>Details in respect of Research Project/ facilities including augmentation of facilities currently being undertaken / likely to be undertaken by the PI and Co-Project Investigator from various sources including ARMREB (List all current Research support of the Investigator from ARMREB & other agencies)</p>	:				
	Name of PI/Co-PI	Name of Sponsoring	Title of Project/ Agency / Facilities	Total Amount	Total Period of support with dates	
					From	To
PI						
CO-PI						
12	Biographical sketch of Investigator					
	a) Name	:				

	b)	Designation	:	
	c)	Age	:	
	d)	Education and Experience	:	
(i) Degrees conferred (begin with Bachelor Degree)				
		Degree	Institution	Field(s)
				Year
(ii) Other Research Training and Experience especially establishing Research qualification in area covered by this application including previous and present position.				
		Institution	Name of Work Done	Year

e)	Fields of Major Scientific (interest in order of choice)	:	
f)	Any other addl information	:	

SECTION - B

1.	Name of Institution Submitting Application	:	
2.	Address	:	
3.	Name, Designation and full address of the Official to whom payment/cheques are to be mailed	:	

CERTIFICATE

I have gone through the rules for Grants-in-Aid scheme of ARMREB and

- i) I agree to abide by the terms and conditions set forth for the Grants-in-Aid scheme of the Armament Research Board and certify that basic necessary facilities for the proposed work are available and the same will be extended to the investigator (s)
- ii) I certify that in case the present investigator is not available for any reason to continue the work on the project/facilities alternate arrangements will be made to employ suitable person/persons.
- iii) I certify that separate accounts will be kept for funds received from ARMREB and spent on the project/facilities and the same will be made available to the Auditors of this Institution and on demand, if required, to an Officer of the ARMREB Sectt.
- iv) I certify that grant has not been obtained or applied for the same purpose or activity from any other Ministry/Department of Government of India or state government.
- v) I certify that the information given above at serial number no. 01-12 is true to the best of my knowledge and nothing has been concealed.

Signature of the
Principal Investigator

Signature of the
Executive Authority of the Institution

Name :

Date :

Place: _____

Name :

Date :

Place : _____

**FORMAT FOR TECHNICAL EVALUATION OF PROPOSALS SUBMITTED FOR
FUNDING UNDER GRANT-IN-AID SCHEME OF ARMREB**

Name of the Research Panel: _____

1. General Details:

Reference No with date

Title of proposal

Principal Investigator

Address

Email

Telephone No

Co-Investigator

Address

Principal Collaborator

Address

Name and address of evaluating panel member

Name

Designation

Address

On the next four pages kindly give your evaluation along with justification / comments.
(Please mark x in the relevant boxes)

2. Technical Evaluation:

a) How far is the proposal relevant to the Armament Field?

Fully

Some extent

Not at all

Please elaborate in few sentences, if relevant:

b) Does the proposal cover the frontier areas of science and technology topic, which is -

Immediate application

Potential relevance

Futuristic Applications

Please comment briefly:

c) Categorize the proposal, Does it deals with (Tick as many applicable) -

Entirely new or emerging topic

Active area of current interest

Technology known, but approach is different

At best provides some additional study

Trivial problem (Common Problems)

Please comment briefly:

3. Information about P1 & Institution::

a) Are the expertise and experience of the PI and the Co PI adequate for the tasks involved in the proposed project?

Yes

To a limited extent

No

b) Are the infrastructure facilities at the institutions of the PI and CoPI complementary and will they help in carrying out the project?

Yes

To a limited extent

No

Please give your comments for the same:

4. Evaluation of proposed budget : (Budget — Proper/ Over-estimated / Under-estimated)

Equipment :

Staff :

Consumables :

Travel :

Others :

Please give Comments:

5. Project Implementation Approach :

Is PDC adequate? | Yes No

Is the Bar chart / PERT Chart well defined? | Yes No

Are the milestones clearly defined? | Yes No

Give specific Comments:

6. Overall Assessment:

Are the expertise and experience of the PI and the Co PI adequate for the tasks involved in the proposed project?

Is the research problem well defined? Yes To a large extent No

Are the goals properly envisaged? Yes To a large extent No

Please categorize the proposal: Priority Acceptable Not Acceptable

Requires revision & reconsideration

Recommend to other panel, specify

Do you recommend project for sanction in present form?

Recommended

Recommended after modifications

Please elaborate :

Signature of panel expert Date:

Name & Designation Address

Project Ref with Date:

Voucher No. /ARMREB/Grant-in-Aid/Tech. Act./_____ for Rs _____ /-only

CONTINGENT BILL

Amount of Allotment Rs _____
 Amount expended for which bills have been submitted to PCDA (R&D) Rs _____
 Balance of allotment excluding the amount of this bill Rs _____
 Expenditure on account of _____ incurred by _____
 Authority : _____ dated _____

<p>For official use of the ARMREB Secretariat New Delhi</p>
--

To be filled by the Grantee Institution

(i) Months account in which last charge on this account was preferred.

Serial No.	Date	Details of Expenditure	Number or Quantity	Rate Rs. P	Per	Amount Rs. P
		Claimed on account of _____ sanctioned under ARMREB vide letter no. dated _____ to _____				
		Payment may be made as per the details given at ECS mandate form and Secretary, ARMREB may be informed accordingly.				
		Total ...				
		Deduct ...				
		Advance received on (date)				
		From				
Net amount due (in words) : Rupees _____ only						

- (ii) Certified that the charges have been necessarily incurred in the State, that the rates charged are the lowest obtainable and that the all receipts for sum of Rs. 25/- and under, except as regards payment made in the M.E.S to Contractors on running accounts have been so destroy, defaced mutilated that they cannot be used again and that I have personally checked the progressive total in the bill with that in the contingent register and found it to agree.
- (iii) Certified that the Telegram was send on State services and that cash payment was unavoidable.
- (iv) Certified that payment of subsistence allowance was in the interests of service and that the rejected recruits for whom the allowance has been claimed were rejected either medically or by enrolling officers.

Note : Under Rs. should be written across the bill in a prominent place near to and above the total amount of the bill.

The amount should be the next multiple of Ten rupees exceeding the amount of the bill.

Countersigned by

Secretary ARMREB, DRDO HQ,

Received Payment

**(Signed by financial authority
of the grantee institution on
Revenue stamp with seal)**

Station:

Date :

ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)

(MANDATE FORM)

(INVESTOR / CUSTOMER'S OPTION TO RECEIVE PAYMENTS THROUGH CREDIT CLEARING MECHANISM)

(Scheme name and the periodicity of payment)

No.

- 1. INVESTOR / CUSTOMER'S NAME :
- 2. PARTICULARS OF BANK ACCOUNT :
 - A. BANK NAME :
 - B. BRANCH NAME :
 - Address :
 - Telephone :
 - C. 9- DIGIT CODE NUMBER OF THE BANK & BRANCH :
(Appearing on the MICR Cheque issued by the bank)
 - D. ACCOUNT TYPE :
(S. B. Account / Current Account or
Cash Credit with code 10 / 11 / 13)
 - E. LEDGER NO. / LEDGER FOLIO NO. :
 - F. ACCOUNT NUMBER :
(As appearing on the Cheque Book)
 - G. IFSC Code No. of the Bank :

(In lieu of the bank certificate to be obtained as under, please attach a blank cancelled cheque, or photocopy of a cheque or front page of your savings bank passbook issued by your bank for verification of the above particulars).

3. DATE OF EFFECT

I here by declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the User institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the Scheme.

(.....)
Signature of the Customer

Date:

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp)

(.....)
Signature of the Authorised
Official from the Bank.

GRANTS-IN-AID SCHEME: ARMAMENT RESEARCH BOARD PROFORMA FOR ANNUAL PROGRESS REPORT OF WORK DONE ON SANCTIONED PROJECTS

- NB-1 : 10 copies of the annual report are required along with soft copies
- NB-2: The annual progress report will cover work done during the period or one calendar year or from the date of commencement of work to the end of calendar year in the case of newly sanctioned projects
- NB-3: Since additional funds required for subsequent years will be released only after assessing the work during the preceding year, this report should reach Secretary. Armament Research Board in January every year in order to facilitate timely release of funds.

PART I

1. Name and Designation of Investigator _____
2. Name and Address of Institution _____
3. Title of Project _____
4. Reference of Sanction Letter _____
5. Period for which sanctioned _____
6. Date of commencement of work (The project would be deemed to be operative with effect from the date funds are recd by the Institution) _____
7. Total amount sanctioned _____

Year	Research Staff	Equipment				Travel (TA/DA)	Contingencies	Others
		Capital		Consumable				
		IC	FE	IC	FE			
1 st								
2 nd								
3 rd								

8. Statement of accounts certified by competent authority (Likely unspent balance at the time of expiry of the, period and the saving made, if any, under different heads should be clearly indicated)

Period	Grant Released (under different heads)	Expenditure incurred (under different heads)	Balance (under different heads)	Additional funds required in the following year (under different heads)
1	2	3	4	5
	Staff			
	Capital Equipment			
	Consumables			
	TA/DA			
	Contingencies			
	Others: Specify			
Total :				

9. Details of staff in position (indicating change, if any)

Year	Designation of Post (s) with pay as sanctioned	Name(s)	Qualifications & Experience	Date of appointment	Date of resignation	Period for which employed
1	2	3	4	5	6	7

11. Details of visits, seminar, symposia etc attended within the country for the project related work

Signature of the
Principal Investigator

Signature of the Executive Authority of the
Institution (Registrar or any other designated Officer
of the Institution)

12. Certified that the funds received from ARMREB have not been utilised for any purpose other than what have been clearly indicated in the sanction. None of the staff members who are already receiving salary from the Institution have been paid by remuneration by way of consultancy fees

Signature of the
Principal Investigator

Signature of the
Accounts Dept

Signature of the
Executive Authority

Date

Date

Date

Date :

Name & Designation

PART- II

1. a) Aim of Project : _____
- b) Key Words : _____
- c) Classification of Project (See para 6(d) of Annexure I) : _____
2. Complete resume of all the relevant literature available on work done on subject in India and abroad giving as Appendix A : _____
3. A brief summary of work done and results achieved from the inception of the project till date (only in the case of projects sanctioned prior to the period covered by this progress report). PI give as Appx B.) : _____
4. Detailed report of progress of work on the project during the year covered by this report (to be given as a technical report separately). For more details see para 15.3 : _____
5. Further programme of work : _____
6. Number of papers published with titles, name of journal & year of publication (till date) : _____

STATEMENT OF ACCOUNTS, EXPENDITURE & UTILISATION CERTIFICATE

(STATEMENT OF ACCOUNTS)

Institute Reference _____

Information on Grants-in-Aid project of Armament Research :

Board sanctioned to _____

1. Reference to ARMREB initial sanction :

2. Project :Title :

3. Name of Principal Investigator :

4. Duration of the project, together with revisions in PDC, if any :

5. Total Funds for the duration of the project including FE :

(Re-appropriation of fund after PDC)									
Total amount sanctioned (in lakhs)	Heads under which grant released		Year wise break up of funds			Date of sanction	Date of receipt		
			Ist	IIInd	IIIrd		Ist	IIInd	IIIrd
1	2		3			4	5		
	Capital Eqpt								
	Staff								
	Consumables								
	TA/DA								
	Contingencies								
	Other heads								
	(PI specify)								
Total:									

6. Original sanctioned cost in lakhs inclusive of FE (Please indicate FE Amount in bracket) :

7. Revised cost : Reasons for cost revision

a :

b :

c :

d :

8. Original PDC

9. Revised PDC : Reasons for PDC revision

a :

b :

c :

d :

(STATEMENT OF EXPENDITURE)

Year	Salary/ Wages Allowances	Consumable Material	Capital Equipment		TA/DA	Contingencies	Any other heads	Total Expenditure	Balance
			Indian	Foreign					
a	b	c	d	e	f	g	h	i	j
Total:									

Signature of the Executive Authority/ Head of the Institution	Signature of the PI	Signature of the Accounts Officer	Signature of the Audit Authority
Date :	Date :	Date :	Date :

* Full details of expenditure under these heads are to be furnished as annexure to this statement. The expenditure under this head should tally with the statement regarding disposal of Equipment.

UTILISATION CERTIFICATE

1. Certified that out of a sum of Rs. _____ of Grants-in-Aid sanctioned during the year _____ in favour of _____ for carrying out R.& D work on (Name of the Institution) _____ under Govt of India, (Title of scheme) Ministry of Defence , Directorate of Armaments , Armament Research Board sanction letter mentioned below :

No. and date of the sanction letter :

A sum of Rs. _____ interest accrued on the above amount. In case, interest not accrued justification for the same may be given.

A sum of Rs. _____ has been utilised for the purpose for which it was sanctioned and that the balance of Rs. _____ remaining unutilized at the end of the year / completion of the scheme has been refunded to the Govt. Vide (prescribed format) MRO No. _____ and date _____ (Original copy enclosed).

2. It is further certified that I have satisfied myself that the conditions on which Grant-in-Aid was sanctioned have been duly fulfilled and that I have exercised necessary check to see that the money was actually utilised for the purpose for which it was sanctioned.

(Signature)

Principal Investigator

(Signature)

Executive Authority of the Institution

Place : _____

Place: _____

Date : _____

Date : _____

COUNTERSIGNED CORRECT

(Signature)

AUDIT AUTHORITY OF THE INSTITUTION

Place: _____

Date : _____

DOCUMENT SHEET

PROJECT SPONSORED BY ARMAMENT RESEARCH BOARD		DOCUMENTATION		DOCUMENT SHEET CLASSIFICATION
Title		Document No.:		
		Date of Issue :		
Author(s):		Contents :		
Division :		No. of Copies :		
External : Participation		Project No. :		
Sponsor :		Sponsor's : Project No.		
Approval :				
Remarks :				
Keywords :				
Abstract :				

EXECUTIVE SUMMARY OF PROJECT

- 1 Title of the Project : _____
- 2 Name of the PI : _____
- 3 Name of the Institution : _____

Cost of the Project	Date of Sanction	Date of Completion

- 1. **Title of the Project**
- 2. **Name of the Principal Investigator**
- 3. **Name of the Institution**
- 4. **Cost of the project**
- 5. **Date of Sanction**
- 6. **Date of completion**
- 7. **Aim of the project**
- 8. **Requirement Envisaged**
- 9. **Achievements**
- 10. **Likely Application of the Outcome**
- 11. **Likely end use**
- 12. **Details of Equipment acquired under project (Attach as Appendix, if required)**
- 13. **No. of Research staffs engaged under the project**
- 14. **No. of students/researchers benefited under the project**
- 15. **No. of papers published in National conference under the project**
- 16. **No. of papers published in International conference under the project**
- 17. **No. of papers published under the project in National Journals with impact factor**
- 18. **No. of papers published under the project in International Journals with impact factor**
- 19. **No. of thesis for Ph.D/M.Tech realized under the project with details**
- 20. **No. of Patents development / sealed under the project**
- 21. **Steps taken by PI for dissemination and further follow up of research work**
- 22. **Suggestion, if any for further research work**

PROFORMA FOR SUBMISSION OF PROPOSALS TO ARMAMENT RESEARCH BOARD FOR FINANCIAL SUPPORT FOR CONDUCTING SEMINAR / SYMPOSIUM / WORKSHOP / CONFERENCE

- 1. Title of the Symposium/Seminar/Conference: _____

- 2. a) Department & Institution proposing the Symposium/Seminar/Conference _____

- b) Other Departments/Agencies planned to be associated for conducting _____

- c) Name of the agencies/Institutions from whom financial support has been asked (also provide amount asked) for the above Seminar/ Workshop /Conference _____

- 3. Proposed faculty / invitees _____

- 4. Scope and Objective of the proposal clearly bringing out the need to organize the Short Seminar/ Symposium /Conference and the topics to be covered. _____

- 5. Importance of the topics to armament discipline _____

- 6. Likely participants (identify the organisations /who would benefit from such symposium/seminar/conference) and the expected number of participants. _____

- 7. Duration of the symposium/ seminar/ conference proposed dates and venue. _____

- 8. a) Detailed breakdown of cost indicating expenditure under the following heads :
 - (i) Seminar circulars/registration material etc _____
 - (ii) Printing of proceedings/lecture notes _____

(iii) Working Lunch/-/Coffee / Tea :

(iv) Contingencies for typing assistance/ postage/ transport etc. (Expenditure under each head to be identified).

(v) Others (Pease specify) :

b) Detailed breakdown of income from Registration fee/ contributions/grants etc. from various agencies and the amount of grant requested from ARMREB

c) Order of preference under various heads :

d) Payee in whose favour the cheque should be drawn :

9. Number of vacancies being allotted to ARMREB without payment of registration fee :

10. CERTIFICATE : "It is certified that funds for conducting the proposed Short Course/ Seminar/ Symposium . cannot be met from within the resources of the Institution"

11. CERTIFICATE: "It is certified that financial support has not been asked from any other DRDO Lab including Dte of ER & IPR, NRB, LSRB, and ARDB, DRDO HQ for the above purpose.

Date :

Head of the Institution

Place:

Notes :

(i) Proposal should be made (03 hard along with softcopy) and submitted to Secretary, ARMREB for processing.

(ii) The proposals should be submitted at least 3 months in advance. Cases involving foreign invitees should be sent at least 6 months in advance. Request for security clearance for visit to Defence R&D Estt., if required, should accompany the proposal along with the following details :

- a) Full Name(Expanding the Initials) : _____
- b) Nationality _____
- c) Date of Birth _____
- d) Parentage _____
- e) Permanent Address _____
- f) Present Address _____
- g) Passport Number, Date & Place of issue validity, if available _____
- h) Occupation _____
- i) Visa- Number, Date & Period of validity _____
- j) Whether previously in India, if so, date and place of previous visit _____
- k) Purpose & date of visit to the Estt / Lab and duration of visit _____
- l) Purpose of visit to India and period of -stay in India _____

* Three sets of seminar proceedings/lecture notes would need to be sent to ARMREB Secretariat for record along with the list of participants)

* Audited statement of expenditures and Utilization certificate would be submitted by the grantee Institution within one month after conduct of the Seminar / Symposium / conference.

PROFORMA FOR SUBMISSION OF PROPOSALS TO ARMAMENT RESEARCH BOARD FOR GRANTS-IN-AID FOR DEPUTATION ABROAD

- 1. Name of Person proposed to visit abroad _____
- 2. Department & the Institution _____
- 3. Purpose of Deputation (in case, deputation is for participation in a seminar/symposia/Conference, the title, venue and dates should be mentioned). _____
- 4. Details of deputation abroad for the last five years with information on countries visited, duration, purpose & name of sponsoring agency. _____
- 5. Country/countries to be visited and the duration of the deputation. _____
- 6. Whether the deputation is linked with the activities of ARMREB Grants-in-Aid project(s). If so, name of the project, its current status and need for deputation vis-a-vis the project activities should be briefly outlined _____
- 7. a) Whether presenting a paper based on ARMREB project; _____
b) Please also indicate the amount of registration fees & whether the organising committee has exempted payment of the above fees ; _____
c) Whether the paper to be presented has been cleared for publication by the co-ordinator of the concerned Research Panel of ARMREB. If so, please attach a copy of the communication in this regard; _____
- 8. Benefit likely to accrue from the deputation; _____
- 9. The total anticipated expenditure for the deputation with break up and the support likely to be provided by the parent _____

Institution/Organisers of the symposium/ any other agencies
like DST,CSIR, Industries etc;

10. Amount of grant requested from ARMREB (Please give
detailed break up);

Place:

Signature of Applicant

Date :

CERTIFICATE

1. Certified that the proposed expenditure of Rs _____ for deputation of Shri/Dr/Prof _____ can not be met from within the resources of the Laboratory/Institute/University.

2. certified that financial support has not been asked from any other DRDO Lab including Dte of ER & IPR, NRB, LSRB, and ARDB, DRDO HQ for the above purpose

3. Only excursion fare has been included in the anticipated expenditure

or

Excursion fare is not available on this route.

4. The break-up of expenditure as per para 9 is as per Institute norms.

Signature of Head of the Institute

Name :

Date :

Note : Three hard copies along with soft copy of the proposal should be submitted to Secretary ARMREB so as to reach at least three months in advance for national and 6 months in advance for International events.

Format for submission of account at end of financial year by Chairman Boar/panels

STATEMENT - 1

Reference

1. Authority - sanction letter Number and date :
2. Purpose :
3. Name of Board/Panel Chairman :
4. Total amount received :
5. Financial Year :

STATEMENT – 2

(STATEMENT OF EXPENDITURE)**(Amount in Rupees)**

Year	Honorarium/ Wages of Staff engaged for secretarial assistance	TA/ honorarium (in lieu of DA)	Contingencies	Any Other Heads	Total Expenditure incurred	Balance
1	2	3	4	5	6	7

Certificate

It is further certified that I have satisfied myself that the conditions on which Grants-in-Aid was sanctioned have been duly fulfilled and that I have exercised necessary check to see that the money actually utilized for the purpose it was sanctioned.

Signature of the Executive Authority
with official Seal

Date :

Signature of the
Audit Authority with official Seal

Date :

UTILIZATION CERTIFICATE

1. It is certified that grants for a sum of Rs _____/- has been sanctioned vide letter No. _____ dated _____.

2. It is further certified that out of the sanctioned grant, a sum of Rs _____/- has been received from ARMREB on account of _____ during the financial year _____ and thereon interest of Rs _____/- has been earned under the project. Further certified that out of the total funds received, a sum of Rs _____ has been utilized for the purpose it was sanctioned and remaining unutilized amount of Rs _____/- at the end of the year refunded to PCDA (R&D) vide MRO dated _____ and original copy of MRO is attached herewith for settlement of account with PCDA (R&D).

3. It is further certified that I have satisfied myself that the conditions on which Grants-in-Aid was sanctioned have been duly fulfilled and that I have exercised necessary check to see that the money was actually utilized for the purpose it was sanctioned.

4. In case interest not accrued on the amount paid reasons for the same may be given to meet the audit requirement.

(Signature with Official seal)
Board/Panel Chairman
Place : _____
Date : _____

(Signature with official Seal)
Financial Authority
Place : _____
Date : _____

COUNTERSIGNED

(Signature of Audit Authority with Official Seal)

Place _____
Date _____

FORM G.F.R 19

Assets acquired wholly or substantially out of Govt grants register maintained by grantee institution block account maintained by sanctioning authorities.

Name of sanctioning authority

S No	Name of grantee institution	No & Date of sanction	Amount of grant sanctioned	Brief purpose of the grant	It any condition regarding the right of ownership of Govt. in the property or other assets acquired out of the grant was incorporated in the grants in aid sanction	Particulars of assets credited or acquired	Value of the assets as on	Purpose of which utilized at present	Encumbered or not	Reason if encumbered	Disposed or not	Reason and authority of disposal	Amount realized on disposal	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

It is certified that necessary check has been applied and that the inventory has been found to be in order.

(Signature with official seal)

(Principal Investigator)
Institute)

(Executive Authority of the Institute)
(Audit Authority of the

Date :
Place :

In lieu of IAFA - 507

MILITARY RECEIVABLE ORDER

The officer In-charge of the Treasury

Reserve Bank of India/State Bank of India

Please receive from _____, for order the sum of Rs _____
(_____ only) on account of refund of unspent amount of the project
sanctioned to _____ and credit the amount under Defence
Departmental Receipt pertaining the **PCDA (R&D), New Delhi Code No. 4055000004.**

Description: Refund of unspent amount of project titled " _____"
sanctioned to _____ vide project letter no. _____ dated _____
under Grant-in-Aid scheme of ARMREB.

Forwarded **to PCDA(R&D), West Block '5', RK Puram, New Delhi** with reference to DD No.
_____ for Rs _____ drawn at _____ for settlement of account.

Place :

Signature of the Issuing Officer

Dated :

II

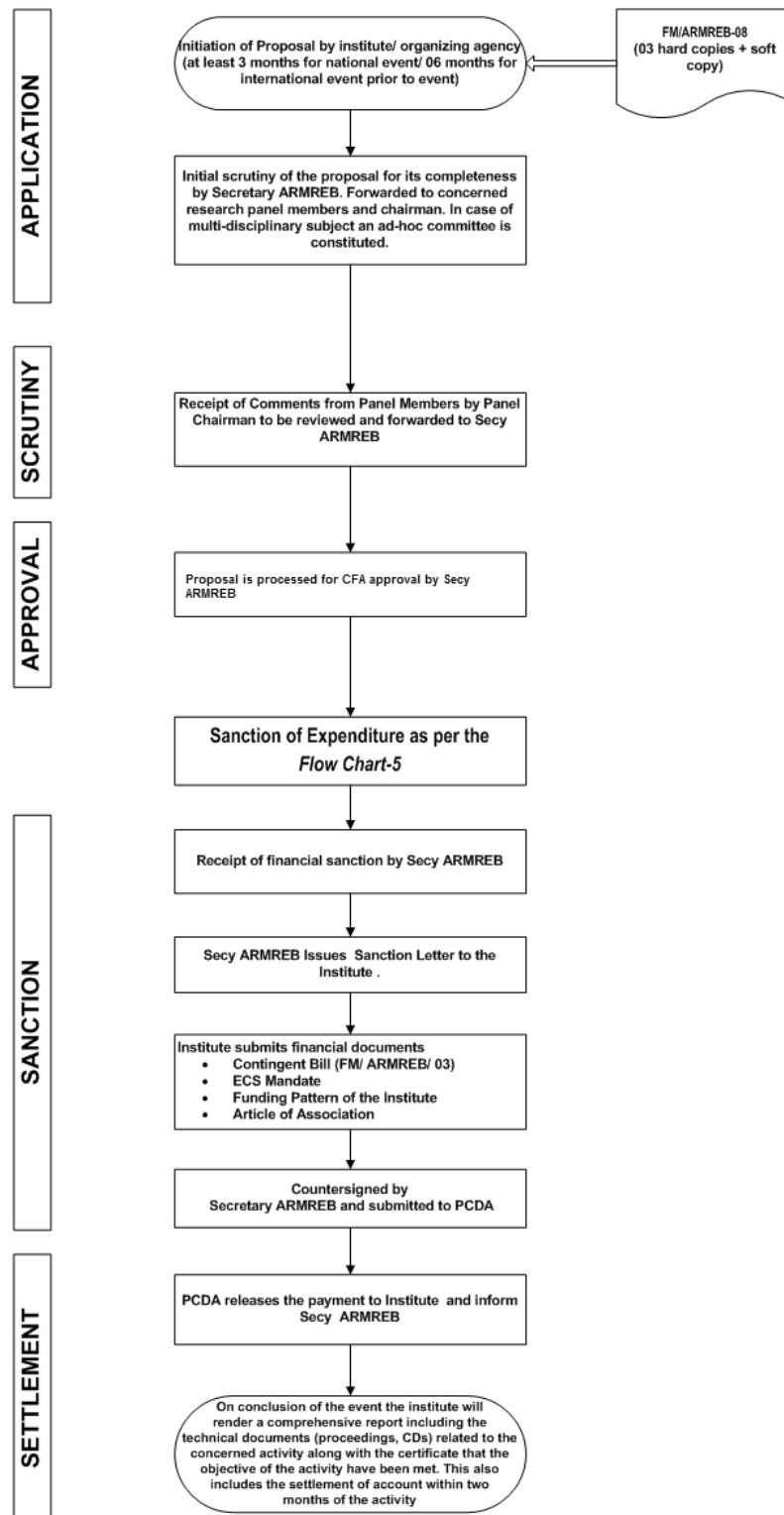
Treasury Reserve Bank of India/SBI Receipt No. _____

dated _____ Received the sum of Rs. _____

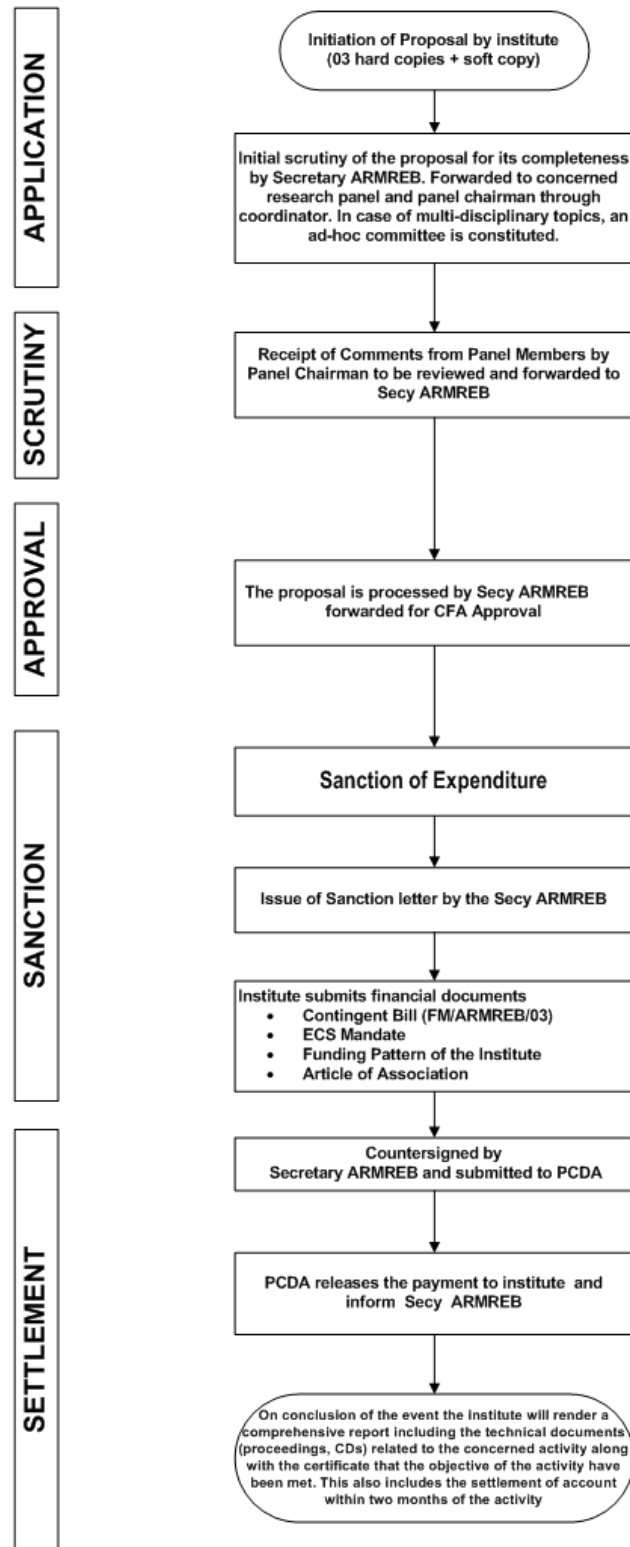
(Rupees _____)

Signature Treasury Bank with Seal

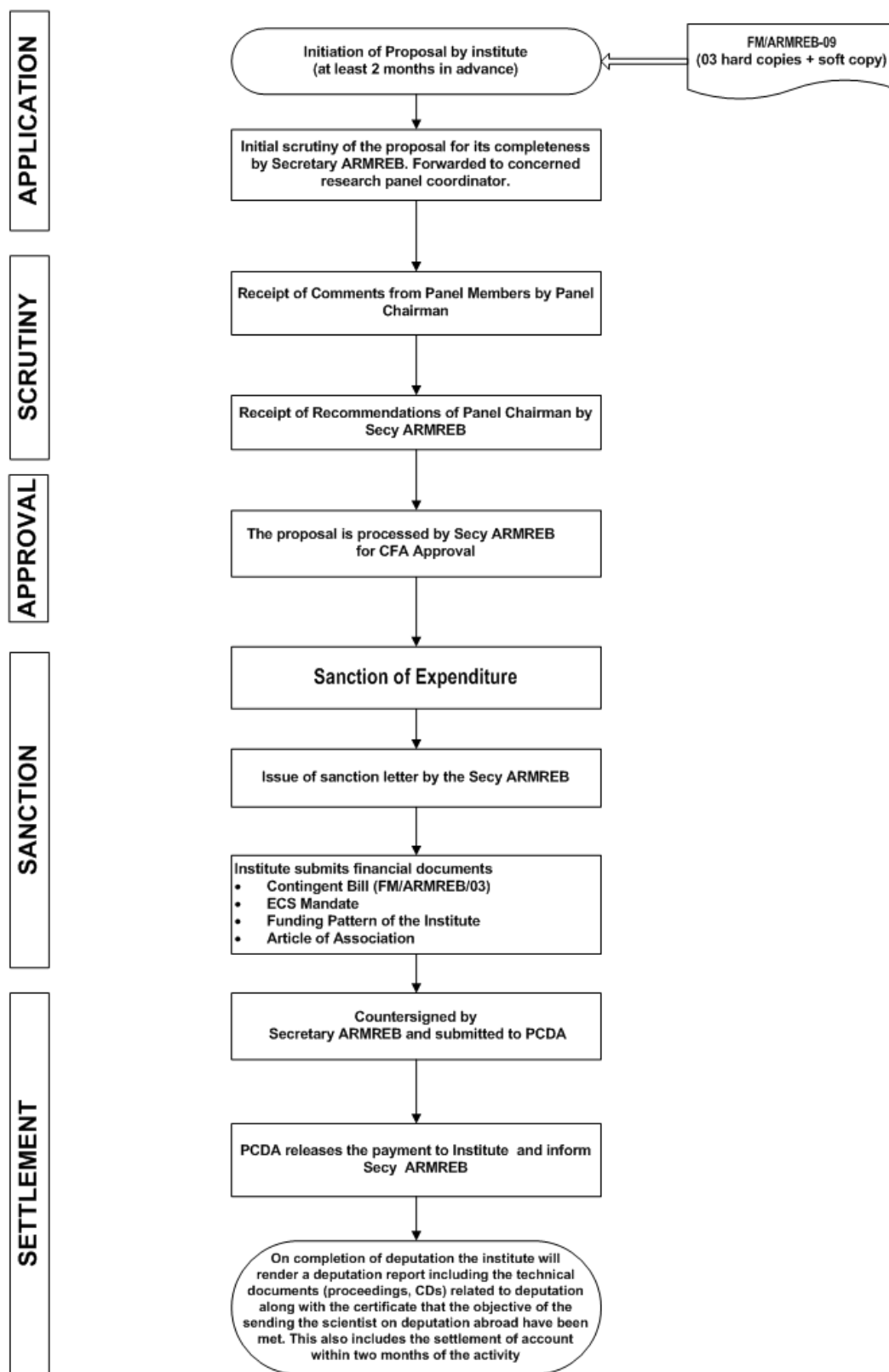
PROCESS FLOW CHART FOR SANCTION OF GRANT FOR CONDUCTING SEMINAR / SYMPOSIUM / WORKSHOP / SHORT COURSES ETC. UNDER GRANTS-IN-AID SCHEME OF ARMREB



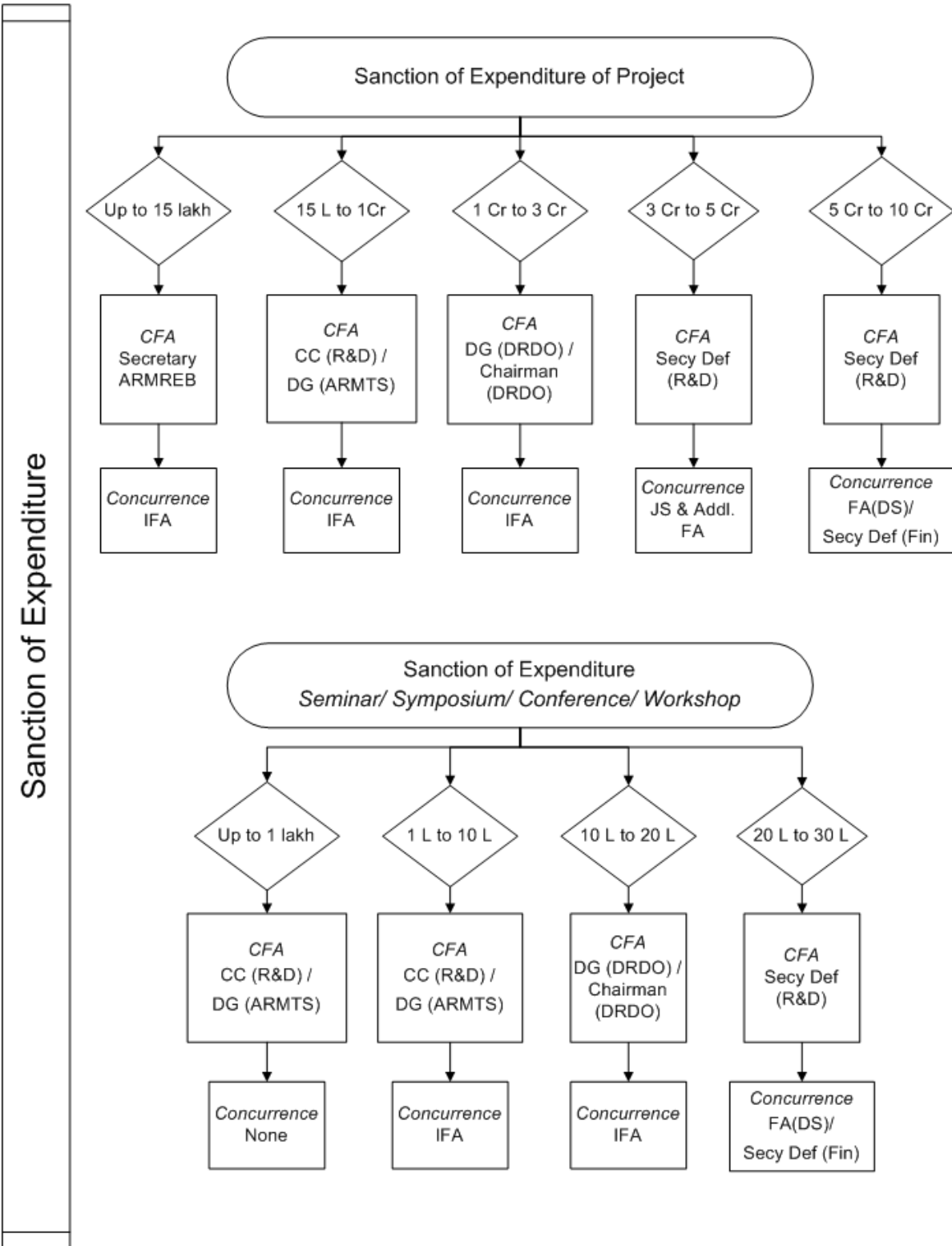
PROCESS FLOW CHART FOR SANCTION OF GRANT FOR INVITING EMINENT SCIENTIST/ENGINEERS FROM ABROAD TO ATTEND CONFERENCES/ SEMINAR / SYMPOSIUM / WORKSHOP ETC. IN INDIA



PROCESS FLOW CHART FOR SANCTION OF GRANT FOR DEPUTATION ABROAD



PROCESS FLOW CHART FOR SANCTION OF EXPENDITURE



GUIDELINES FOR PROJECT REVIEW

- Date of sanction, amount sanctioned and PDC
- Literature survey indicating national / international status
- Theoretical / practical work carried out
- Milestones defined and achieved at the time of review & future plan
- Validation of the R&D findings
- Percentage of work completed
- Bottlenecks, if any
- Any mid course correction required on approach previously defined
- Confidence factor on completion of work
- Requirement of PDC/cost revision, if necessary
- Whether any modification is needed for effective implementation?
- Activity chart for remaining period
- Expenditure statement
- Paper published/reported to reputed journal with impact factor
- Work leading to M Tech/PhD thesis of students, if any
- Patent likely to realize, if any

ABBREVIATIONS

ACE	Armament & Combat Engineering
ADMB	Armament Design Mechanism & Ballistics
ARDE	Armament Research & Development Establishment
ARMREB	Armament Research Board
ASE	Armament Sensors & Electronics
CC	Chief Controller
CCE	Chief Controller Explosives
CDSW	Combustion Detonics & Shock Waves
CFA	Competent Financial Authority
CFEES	Centre for Fire, Explosives And Environment Safety
DRDO	Defence Research & Development Organisation
ER & IPR	Extramural Research & intellectual Property Rights
FA	Financial Adviser
FM	Formal
HEM	High Energy Materials
HEMRL	High Energy Materials Research Laboratory
HOD	Head of Department
IF	Integrated Finance
IISc	Indian Institute of Science
IIT	Indian Institute of Technology
ISRO	Indian Space & Research Organisation
MAA	Materials for Armament Applications
MOC	Memorandum of Collaboration
MOU	Memorandum of Understanding
NRDC	National Research Development Corporation
OFB	Ordnance Factory Board
PCDA	Principal Controller Defence Accounts
PDC	Probable ate of Completion
PFC	Process Flow Chart
PI	Principal Investigator
PXE	Proof & Experimental Establishment
R & D	Research & Development
SOC	Statement of Case
TBRL	Terminal Ballistics Research Laboratory
TOT	Transfer of Technology

Project proposals are invited throughout the year.

Address for Correspondence and submission of proposals:

S K Rastogi
Secretary ARMREB
307, DRDO Bhavan
Rajaji Marg
New Delhi - 110011
Phone: 23007307, FAX: 23794562
Email: sudhish_r@hotmail.com,
skrastogi@hqr.drdo.in
Website: <http://www.drdo.gov.in/drdo/English/index.jsp?pg=armreb.jsp>